



National Aeronautics and Space  
Administration  
Goddard Space Flight Center

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# ANNOUNCEMENT

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## SUBJECT: Office of Human Resources (OHR) Annual Reminder

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OHR would like to remind employees about a variety of topics. Please contact your Human Resources Specialist (<http://ohr.gsfc.nasa.gov/contact/hrms.htm>) for more information on any of these items.

### Competitive Placement Plan

Each Agency in the Federal competitive service is required to develop a merit promotion program which defines procedures for the selection and promotion of employees. This is to ensure a systematic means for selection and promotion based on merit and to provide Federal employees with an avenue for career progression or change while remaining in the Federal service.

As a NASA employee, your merit promotion program is the NASA Competitive Placement Plan (CPP). This plan applies to permanent Federal employees and employees serving on a Veteran's Readjustment Act appointment or an appointment under section 213.3202 (t) or (u) of Schedule A at GSFC. The procedures and requirements outlined in the CPP do not guarantee selection or promotion. They do, however, require that selections be made fairly and that promotion practices support the merit principle of selection from among the best-qualified applicants. Selections will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, nondisqualifying disability, or age.

Please check the Annual Training Calendar found at: <http://ohr/DevGuide/Calendar/home.htm> to enroll for our workshop "Understanding the Job Application Process".

### Merit System Principles

The CPP was designed based on the merit system principles, which outline that supervisors and managers are responsible to:

- Recruit, select, and advance on merit after fair and open competition.
- Treat employees and applicants fairly and equitably.
- Provide equal pay for equal work and reward excellent performance.
- Maintain high standards of integrity, conduct, and concern for the public interest.
- Manage employees efficiently and effectively.
- Retain or separate employees on the basis of their performance.
- Educate and train employees if it will result in better organizational or individual performance.

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### Personnel Profiles

Another source of information for GSFC employees and supervisors is Personnel Profiles. Personnel Profiles is a career management tool. In addition to the employee having access to his or her own data, managers and administrative officers have access to the data for all employees within their responsible organization. The data contained in this system is extracted on a weekly basis from the NASA Personnel/Payroll System (NPPS) and AdminSTAR (the Agency training database). It contains current personnel and education information and 10 years of information on GSFC assignments, awards, and training for each employee. This application enables an employee to optionally add information on awards received outside of GSFC and any teams, committees, special assignments, or projects in which the employee has participated.

In addition to career management, employees can utilize this system for preparing resumes, preparing for performance discussions, developing an individual development plan, and validating their own personal data within the system. Supervisors can use the system when preparing for award nominations, performance discussions, promotions, assignments, career development opportunities, and to gain a better understanding of the work history of the employee assigned to them.

Access to Personnel Profiles is gained through a link on the Office of Human Resources main web page at: <http://ohr.gsfc.nasa.gov> under the Organizational Effectiveness category and is available to all GSFC civil servant employees. It requires a user ID and password. Instructions on how to log in are found on the login page.

### Employee Performance Communication System (EPCS)

The primary goals of the EPCS system are to improve individual and organizational performance by enhancing communication between supervisors and employees and to provide a simplified, streamlined approach to performance planning and appraisal. The EPCS also links individual performance elements to the NASA Strategic Plan, GSFC's Strategic Implementation Plan and/or an organization's plan or goals.

Employees are rated yearly with a performance period of October 1 through September 30. Mid-term reviews, which should be conducted during March and April, provide an opportunity for the employees to receive formal feedback and for the plan to be adjusted if needed. New employees must be on a plan for a period of 90 days before a rating may be issued. A performance plan should be in place for new employees within 30 days of their entrance on duty date. While formal planning, mid-term, and appraisal periods occur periodically throughout the year, open discussion of your performance with your supervisor is encouraged at any time. Individual Development Plans can be established at any time through the combined efforts of the employee and the immediate supervisor to help identify future goals and the activities or steps necessary to achieve those goals.

More information may be obtained at: <http://ohr.gsfc.nasa.gov/performance/epcs.htm>



Donna J. Swann  
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